

# UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



## VACANCY ANNOUNCEMENT

March 28, 2019

**Reference No.: FY 19-16**

**Position Title:** Administrative Services Support Specialist  
**Location:** Office of Operations, New York, NY  
**Salary Range:** CL 23 (\$37,892 - \$61,596)  
*Salary commensurate with experience, qualifications, and education*  
**Closing Date:** April 25, 2019

---

The United States Court of Appeals for the Second Circuit invites applications for the position of Administrative Services Support Specialist.

**About the Administrative Services Department:** The Administrative Services Department is located within the Office of Court Operations and is headed by a Director, who reports to the Chief Operating Officer. The Department currently has 7 employees who serve the Court's approximately 300 employees. For more information about the Second Circuit, please visit [www.ca2.uscourts.gov](http://www.ca2.uscourts.gov).

**Position Overview:** The Administrative Services Support Specialist provides logistical and administrative support to court of appeals judges and employees. Representative duties include:

- Receiving supply requests and delivering supplies throughout the court.
- Assisting with room arrangements for on-site events.
- Moving boxes, furniture, and equipment.
- Performing other duties as assigned to accommodate workload and needs of the court.

**Required Qualifications:** Applicants must possess a high school degree or equivalent and at least two years of progressively responsible clerical or administrative experience. The applicant should be highly motivated, responsible, and detail-oriented, and must be able to work well in a fast-paced, team-based environment. The position requires the ability to grasp, lift, carry, and move objects weighing over 50 pounds and to push and pull objects up to 100 pounds. The position requires proficiency in Microsoft Outlook, Word, and Excel; strong organizational, interpersonal, customer service, and communication skills; fast and accurate data entry skills; and the ability to multi-task and effectively prioritize work assignments. Education above the high school level may be substituted for required work experience.

**Benefits:** 13 days of vacation for the first three years, which increases with tenure. 13 days of sick leave and 10 holidays. Choice of employer-subsidized federal health and life insurance plans, with optional dental, vision, and long-term care

coverage. Flexible spending account program. Federal Employees Retirement System and employer-matching Thrift Savings Plan (similar to a 401K). On-site fitness center and cafeteria. Public transportation subsidy (budget dependent).

**Conditions of Employment:** Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are “at will” and may be terminated with or without cause. Employees are hired provisionally, pending the results of a fingerprint and background check. Employees are required to use electronic funds transfer for payroll deposit.

**To Apply:** Please submit a cover letter and resume as a single PDF attachment by email to [resumes@ca2.uscourts.gov](mailto:resumes@ca2.uscourts.gov), subject line: Administrative Assistant, Reference No. FY19-16. **When saving your documents as one PDF, it is important to name the file using only your firstname\_lastname.** Only candidates selected for an interview will be notified and must travel at their own expense.

**THE UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT IS AN EQUAL OPPORTUNITY EMPLOYER.**